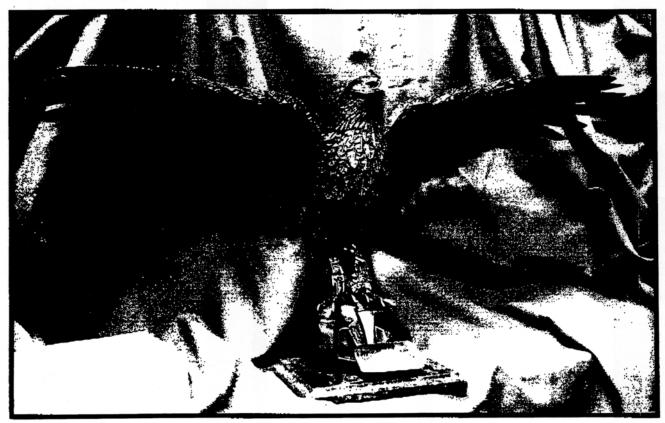
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The W. Edwards Deming Outstanding Training Award

Rewarding an organization that has achieved training excellence.



The W. Edwards Deming
Outstanding Training Award
is presented annually to a federal
government organization or a civilian
or uniformed branch of the military,
in recognition of the completion of
an impressive workforce development
and training initiative that has
achieved measurable results. The
award is given to honor a successful
public sector training program that
has had a significant impact on the
achievement of organizational goals.

The award will be presented at the Graduate School, USDA's Annual Faculty Awards Ceremony on September 8, 2004 to the government organization, unit or department that completed the training program. In addition, an engraved plaque commemorating the accomplishment will be awarded to the organization's headquarters.





Awarded to an Outstanding Organization that has Reached the Heights of Training Excellence

GS GRADUATE SCHOOL USDA



The W. Edwards Deming Outstanding Training Award is presented annually in honor of Dr. W. Edwards Deming, in recognition of his 22-year association with the Graduate School, USDA as a mathematics and statistics faculty member and curriculum chair.

Considered the father of total quality management, Deming's theories on quality control sparked the renewal of Japan's economy following World War II and began the total quality movement. Dr. Deming trained thousands of people from all over the world in his theory and technologies of total quality management and statistical process control. In 1991 the Graduate School, USDA presented Deming with a Leadership Award. "Those were happy days when I worked with the Graduate School in the Department of Agriculture," wrote Deming in his acceptance letter.

3. Provide a timeline of the program's implementation.

Include measurable data.

Part I: Nominee Information

All entries must be typewritten and may not exceed 16 pages (including your one-page summary) on 8 1/2 x 11-inch paper. All entries must be accompanied by this form and a one-page summary of the training initiative nominated.

Organization Nominated (Provide the organizat	tion's name as it should be engrave	ed on the award, if selected)	
Mailing Address of Above			
City		State	Zip
Telephone		Fax	
Part II: Time Frame Nominated projects must have been	n completed within three	e years prior to the nomin	nation deadline.
Starting Date of Training Initiative	e		
Ending Date of Training Initiative			
Part III: Nominee Mission Briefly state the overall mission of	the organization being n	nominated.	
Part IV: Description of Tra 1. Describe the purpose or desired			eed was identified.
2. Describe how the program was organizations that received the t			formation on the individuals, teams on the training design.

4. Clearly identify the results of the training program and the impact on the achievement of organizational goals.

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Explain how the training program fits one or more of the following award characteristics, and describe the measurable results achieved.

- Demonstrable performance improvement
- Enhanced customer service
- Improved leadership effectiveness
- · High return on investment
- · Increased productivity
- · Increased efficiencies or organizational cost savings

Part VI: Nominator Information and Signature

Name and Title of Contact Person Familiar with t	his Submission			
		7		
Organization				
Mailing Address				
		•••••		
		VER.		
City		State	7.ip Code	
City		State	7.p C.00e	
Telephone	Fax		E-mail	
-				
Signature			Date	

All nominations must be typewritten and may not exceed 16 pages on 8 1/2 x 11-inch paper. Submit the 16 page package, including 1 page summary and this form, to:

Deming Award Selection Board c/o Communications Office Graduate School, USDA 600 Maryland Avenue S.W. Suite 270 Washington, DC 20024 (202) 314-3686

All nominations must be received by 5:00 p.m. EST on June 4, 2004.

All nominations become the property of the Graduate School, USDA and will not be returned.

Nominations will be evaluated based on the following criteria:

- Clear identification and description of the results of the workplace training initiative
- Achievement of organizational goals
- Quantifiable or measurable data used to determine the success of the project

All submissions should meet the requirements listed in the "Completing the Nomination" section of this document. Also see Parts II, III, IV and V on the nomination form for additional information required in all submissions. The deadline for receipt of nominations is June 4, 2004.

The Selection Board Responsibilities

The Selection Board consists of a panel of leaders in the field of public administration and training who have volunteered their time and expertise to review nominations and select the annual award recipient. Before evaluation by the board, all nominations are screened for eligibility and completeness. In the event a nomination is received from a board member's agency, the member will excuse him/herself from consideration of that nomination. The decision of the Selection Board is final.

Eligibility

The W. Edwards Deming Outstanding Training Award is presented annually to a federal government organization, or a civilian or uniformed branch of the military, in recognition of the completion of an impressive workforce development and training initiative that has achieved measurable results. Individuals are not eligible for this award.

Nominated projects must have been completed within three years prior to the nomination deadline.

Recognition

The Graduate School, USDA offers the prestige of being recognized by an organization that has been committed to providing workplace development training and services to the government sector since 1921. The winner of the W. Edwards Deming Outstanding Training Award will be honored in the following ways:

- Award presentation at the Graduate School, USDA Faculty Excellence Awards Ceremony on September 8, 2004 in Washington, D.C.
- Profiles and press releases in Graduate School, USDA publications and on the Web site
- Other events and opportunities honoring contributions to the training and development of the public sector

The recipient organization joins an exemplary group of previous award-winning organizations from throughout the federal government that have been recognized for exceptional accomplishments in employee training and development.

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Completed nomination packages must be typewritten on 8 ½ x 11-inch paper and may not exceed 16 pages of text, charts, graphs, etc. All nominations must include a one-page summary description of the training program, which may be made available to the media and interested parties. (Total package: 16 pages)

Keep in mind that the Selection Board will evaluate many nominations. Here are tips on the process of preparing a successful nomination:

- Pay close attention to the award criteria. Explain specifically how the training program meets the criteria. Focus on the outcome or results of the training.
- Avoid wordiness; formulate each response concisely.
- When preparing the nomination, remember to answer the question, "so what?" What makes the program exceptional or noteworthy?
- Substantiate all claims. Provide measurable data that support the successful results of the training program.
- Avoid acronyms and jargon. Members of the Selection Board may not be familiar with agency-specific terminology.

Please do not submit supplementary attachments, videos, CDs, audio cassettes or other items. Only the 16-page package will be considered by the Selection Board.

Information

Click on Graduate School, USDA's Web site at www.grad.usda.gov/deming to view the W. Edwards Deming Outstanding Training Award criteria and nomination format online.

Attachment 6-6